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**MINUTES of the meeting of the Control Tower Committee**  
*held at Liberty House, Greenham Business Park, Greenham*  
**on Thursday 20<sup>th</sup> March 2017 at 7.00pm**

*Present:* Cllr Jon Gage (Chair) [JG]      Cllr Gary Puffett [GP]  
Cllr Meg Thomas [MT]                      Mr Dean Graham [DG]  
Cllr Billy Drummond [BD]                Mr Mitch Thomas (Greenham Bus Park) [MIT]  
Cllr Lindsey Middlemiss

*In attendance:* None.

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Julian Swift-Hook and Cllr Paul Walter.

**2. DECLARATIONS OF INTEREST**

Mr Mitch Thomas declared that he is an employee of Greenham Business Park Ltd.

**3. APPROVAL OF MINUTES**

Amendments: Both in the Minutes and in the Actions list, JG, GP and DG were to work on the Project Manager tender document, not MIT.

**Proposed:** Cllr Gary Puffett

**Seconded:** Cllr Lindsey Middlemiss

**Resolved:** That the minutes of a meeting of the Control Tower Committee held on 2<sup>nd</sup> March 2017 be approved (as amended) as a correct record and signed by the Chairman.

**4. REVIEW OF OUTSTANDING ACTIONS**

Outstanding actions were reviews and updated.

1. JG has part completed the contact list for Interpretation Working Group. MIT confirmed the person within Greenham Business Park to contact re artefacts was either Chris Bolton or Rupert Holtby. **Action:** JG to contact
2. DG has a meeting this week with the space planner to get potential display interpretation space outline. **Action:** DG to pursue
3. LM reported that she was seeking legal advice as to whether CIO can obtain a mortgage. The guidance is that it is possible but is more complicated than filing returns. A decision will have to be made as to the best way forward. Sally Ann Jay may be possible to get legal advice on this aspect free of charge. **Action:** Sally Ann/LM

4. The Control Tower Website – Is thought to be back within the control of the Parish Council. JSH to confirm. (Item should be added to the next Agenda to discuss the admin for the website). **Action:** JSH to advise of progress
5. Dedicated Bank Account - This has been opened and item is now complete.
6. Twitter Account – is not running – will be discussed as part of Public Consultation item but needs to be activated.
7. The Parish does have a Dunn & Bradstreet number. There is a certain procedure to register on Gov.uk website with an email confirmation having to be sent to clerk@Greenham etc. **Action:** JG and JSH to move forward
8. Trade magazines and online portals – DG confirmed that Monster is able to advertise quickly/Linked In. Monster charge £190 exclusive of VAT, with the vacancy being included in the Indeed job site for 30 days. This is a site used by other council bodies.
9. JG confirmed that the Project Manager interview process has been signed off by full Council.
10. JG has not yet finalised the Café engagement document.
11. Interpretation Working Group Terms of Reference has been agreed. Billy Drummond is now in the Group.
12. PW has made various amendments to the Business Plan – missing dates etc still to be completed. **Action:** MIT, JG

## 5. PROPOSED PUBLIC CONSULTATION

LM reported that she has prepared a design for a Postcard, on approval of which will form the basis of design for a banner for the fencing and a pull up banner.

The design was discussed and subject to certain amendments, agreed. JG confirmed that Greenham Parish website is the relevant website where people wishing to undertake the survey are directed

The word ‘museum’ not to be used; Changing the wording regarding Parish precept was discussed as this may not be easily understood by the public; telephone number should be included on the front of the card; use ‘£100,000’ instead of ‘100k’.

The online survey form was successfully completed in Google Forms which was cheaper than Survey Monkey. Various changes were discussed and the ‘excess’ Parish reserves amend to simply Parish reserves.

The text to be placed on the home page of the GPC website asking people to take part in the survey was discussed. The work ‘excess’ was removed. ‘undertaking’ replaced ‘will undertake’.

**Proposed:** Cllr Jon Gage

**Seconded:** Cllr Meg Thomas

**Resolved:** That subject to the above changes

[a] the design of the postcard and survey form was approved to be used and the postcard printed, and

[b] the website text was approved.

Open days at the Control Tower were discussed. It was felt the building was still a construction site and a risk to allow access to the public. MIT suggested a marquee would be a better option with Greenham Business Park having two available.

**Action:** MIT to check availability of marquees.

**Action:** DG to look to source tables, chairs

**Action:** JG to propose a plan for a viable open day format

**Action:** GP to source a generic risk assessment to cover the proposed event format.

**Action:** LM to look at potential dates

The need for all councillors to help on open days was noted.

**Action:** LM to produce a press release which will pass through the correct channels before release.

All costs/estimates for the public survey work have been previously approved. Printed material should be sent to the Clerk's office for collection and onward delivery.

It was noted that exact survey addresses/sites are yet to be agreed but all household deliveries to be within Greenham.

**Action:** JG to contact Parkrun as ask permission to hand out to runners. Perhaps a presence in Northbrook Street with postcards.

The need to record delivery sites to present in the Public Works Loan Board loan application was noted.

**Action:** Cllr Middlemiss to report at next meeting.

**Action:** Cllr Gage draft statement/question for the survey and the postcard "flyer"

## **6. PROJECT MANAGER ROLE**

Two documents had previously been circulated. The first being an Invitation to Tender, the second being an additional information document to be sent to interested parties to assist with an accurate tender.

A discussion ensued as it was felt that the wording in the documents seemed to be merging the Project Manager in with part of the entire build package rather than identifying an individual who will in turn identify contractors. Wording is to be changed to make sure the role is distinct.

The tender will be split into two parts, which should be clearly defined as 'Pre- Construction – provision of order of estimates and 'Construction' – managing appointed contractors on site.

A finish date should be inserted, which should be 'Late 2017'

A question should be 'when can the Project Manager start', plus their anticipated mobilisation period.

**Action:** JG to insert page numbers to the document(s).

It was felt that despite difficulty in getting listed on the .gov contract finder website it was still a requirement that the vacancy be advertised on this platform if possible.

It was not felt necessary to refer to JCT Form of Contract – the Project Manager should be able to advise the most appropriate form of contract – JG to check what Terms were issued to Frank Bailey originally and refer to similar.

A statement should be inserted stating that the contract needs to comply with the Budget just

to emphasise the importance of cost control.

The preferred method for paying contractors would be the Project Manager raising monthly certificates to the Parish, with the Project Manager settling with the contractors direct.

**Action:** JG to re-draft and re-circulate Part 1.

The second document, which is supporting text and information, should have a list of headings for works identified as still being required inserted, but any figures should be deleted. A caveat should be inserted stating along the lines of 'This list of works is indicative only and is not exhaustive'. It is the role of the Project Manager to take this list as a starting point for review as a key part of the job. Again, it was noted that if any extra works were later identified on site it should be agreed in writing with the Parish Council prior to instructing contractors.

**Action:** JG to re-draft and re-circulate the second document including a time line for appointing a Project Manager and letting tenderers know how long the tender period will last, dates for interview etc

It was noted that the tender documents should either be couriered or hand delivered to the Clerk's office, a receipt should be issued, with no documents being opened until the closing date.

**Action:** DG will try to source some envelopes.

## 7. INTERPRETATION WORKING GROUP

The Interpretation working group has met. The group consists of

Clr Middlesmiss (Chair)	Clr Thomas
Clr Drummond – apologies for this meeting	Mr Jonathan Sayers
Mr Dean Graham	Mrs Sally Ann Jay
Mr Tony Vickers	Clr Gage was also present

MT took minutes which have been circulated to group members but will be circulated to full council.

**Action:** MT to circulate minutes to full council.

The existing strategy was only ever part completed and it was agreed will be redrafted into a more complete form.

**Action:** Sally Ann Jay working with others

A list of broad topics to be illustrated in interpretation has been decided and sources of information are now being pursued. A spreadsheet where people can list the items they have is to be put in place – it would appear that lack of items will not be a problem, more selecting the best and building the displays.

## 8. ITEMS FOR INFORMATION

Following the GPC meeting the efforts of Alan Mercado should be acknowledged. It was suggested a letter of thanks could be considered.

DG stated there may be a fly infestation in the CT he will investigate. The heating system will be turned down in line with the warmer weather. Access is now possible to the small store room and the front door lock has been changed. Cost will be in line with the previously agreed £60.00. Now access is possible to that room DG will test the smoke alarm

Business Plan to be added to the next agenda with a view to completion.

MT requested the issue of possibly charging visitors to be discussed.

BD requested fund raising ideas such as sponsoring a brick and Friends of the Control Tower concept be considered.

The funding strategy once the Charitable Trust is established is to be reviewed

JG stated he had been asked to review the SIB letter by people not present. GP felt the content of the GPC press release did not reflect the SIB letter and should be reviewed. It was suggested we speak to SIB again.

Cllr Puffett thought he had asked for SIB to be an item on the agenda

Date of next meeting 6 April 2017. MT gave her apologies.

**There being no other business the Chairman declared the meeting closed at 20:42 hrs**